



Use this **Site Change Request (SCR)** form to change site name/address, program participation information, or to add or drop sites. Missing or incomplete information will delay processing/approval.  
**SITE ADDITIONS MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO THE EFFECTIVE DATE.** Completed SCR's may take effect as early as the first day of the month in which they are received.

### INSTRUCTIONS FOR COMPLETING A SITE CHANGE REQUEST (SCR) – January 2003

- (1) Enter district/agency name. Item 1 must be completed to process your request.
- (2) Enter your National School Lunch Program (NSLP) agreement number. Item 2 must be completed to process your request.
- (3) Enter district/agency vendor number. Item 3 must be completed to process your request.
- (4) Enter SCR page numbers. Item 4 must be completed to process your request.
- (5) 5A. Enter the site number from your NSLP Site List. If this is a new site, leave this space blank.  
5B. Enter the grade level(s) served or site designation. If the site is a school, enter the grades covered (K-12, Pre-6, etc). Otherwise, indicate if this site is a preschool (PRE), Child Care Center (CCC), Residential Child Care Institution (RCCI), Infant Center (IC), Charter School (CS), or Camp. Item 5B must be completed to process your request.
- (6) Enter the site name and address. You must check one of the boxes to indicate whether this site is a change to existing information or a new site. If this site is adding the Especially Needy Breakfast (ENB) Program, enter the percent of needy lunches served at this site two years prior in the space provided. Item 6 must be completed to process your request for ENB.
- (7) 7A. Circle "Add" or "Drop" to indicate what programs you are adding or dropping at this site. A list of program codes is provided at the top of Column 7A. If you are not adding or dropping a program, leave this area blank, and indicate the effective date for this site change in 7A.  
7B. "Snack" Sites Only: Enter the total percent of free and reduced price children enrolled at each snack site. Check whether this site is "Area Eligible" or not (see Management Bulletins 99-102 and 00-100 for information regarding "Snack" program "Area Eligibility.") If the site is not Area Eligible, enter the prices charged for a reduced price snack and a paid snack. If no charges are made, indicate with a zero ("0"). Maximum charge for a reduced price snack is 15 cents (\$0.15).
- (8) 8A. Enter the Menu Planning Option [otherwise known as the School Meals Initiative (SMI) option] that will be followed at this site. NSMP = Nutrient Standard Menu Planning; ANSMP = Assisted Nutrient Standard Menu Planning; Trad'l = Traditional Food Based Menu Planning; EFBMP = Enhanced Food Based Menu Planning; \*SNSMP = SHAPE Nutrient Standard Menu Planning; \*SRMP = SHAPE Revised Menu Planning; or \*AMPA = Alternate Menu Planning Approach. \*Use of any Alternate Menu Planning Approach (AMPA), including the SHAPE California menu planning approaches, requires advance approval from the State. For definitions of these meal options, see Management Bulletin 00-113, January 2000. Item 8A must be completed to process your request.  
8B. Kitchen type. Indicate the kitchen type at this site: **P** = Central Food Processing Plant (meals are prepared for transport to satellite sites, and there are no students at this site); **S** = Satellite (already prepared meals are delivered to this site); **U** = Prep Site (meals are prepared, served, and may be transported to satellite sites). Item 8B must be completed to process your request.
- (9) Food Service Agreements: Districts/Agencies that provide meals to, and claim reimbursement for, a site not under their administrative jurisdiction must enter the name and address of the administrative agency and, if known, the 14-digit county/district/school code (CDS code/Agreement number). This also applies to sites administered by a County Office of Education. A "Food Service Agreement Request" (FSAR) must be submitted with the SCR. All requests for site additions under a food service agreement must be accompanied by documentation supporting that site's eligibility for participation. For private schools, submit a copy of their Private School Affidavit and IRS tax-exempt letter. For RCCIs, submit a copy of their IRS tax-exempt letter and current site license(s) from the Department of Social Services or other licensing agency. The FSAR must be approved prior to claiming reimbursement for meals served at this site.
- (10) "Snack" Sites Only: Snack sites may only be added if your district/agency has an approved *Meal Supplements in the National School Lunch Program* Application/Addendum on file. List your after-school program's hours of operation; the name and telephone number of the person administering the after-school program at this site, and describe the programs curriculum in detail. If a site is utilizing the area eligibility of another school, identify that school and its percent of enrolled children who are eligible for free and reduced price meals. Additional sheets of paper may be attached if necessary.
- (11) Signature: A district/agency official must sign this form. A district or agency official must be an employee of the district or agency, and be responsible for these program requests (Food Service Director, Superintendent, Business Manager, etc.). Do not fax this form. Item 11 must be completed, and an original signature is required to process your request.
- (12) Enter the district/agency official's title. Item 12 must be completed to process your request.
- (13) Print the name of the official in item 11 who signed this form. Item 13 must be completed to process your request.
- (14) Enter the telephone number of the official listed in items 11 and 13. Include the telephone extension number if applicable. Item 14 must be completed to process your request.
- (15) Enter the date this form was prepared and/or signed. Item 15 must be completed to process your request.

#### **Residential Child Care Institutions (RCCI)**

In addition to following the above instructions, RCCIs are required to submit with this Site Change Request form, a copy of the current license issued by the California Department of Social Services for each site to be added to any child nutrition program. If the RCCI operates a school, then a copy of the Private School Affidavit filed by the school with the California Department of Education, must accompany this form. If the school is conducted at an agency site, but is administered by the County Office of Education, the RCCI may not claim reimbursement for meals served unless a Food Service Agreement exists between the agency and the County Superintendent. In this case, submit a Food Service Agreement Request with this Site Change Request. If the school accepts day students, the school must be listed as a separate site even if it is on the same grounds as an approved residential home.

**\*NOTICE TO PUBLIC SCHOOLS AND COUNTY OFFICES OF EDUCATION: If dropping all programs at a site, you are still required to make meals available to children who qualify for free and reduced meals at that site. California Education Code Section 49550 requires each school district and County Office of Education maintaining any kindergarten through grade 12 to "... provide for each needy pupil enrolled therein, one nutritionally adequate free or reduced price meal during each school day..." This also applies to children placed in nonpublic schools.**